

### 1 INTRODUCTION

The purpose of the Community Safety Reference Group (CSRG) is to bring partners together; NSW Police; Local, State and Federal Government agencies; non-government agencies and the community; to identify and drive the development of specific strategies to improve and enhance community safety in Wollongong Local Government Area (LGA).

Broadly, the CSRG will enable Wollongong City Council to meet the Wollongong 2022 Community Strategic Plan and in particular those parts of the plan that relate to the creation of a safe city. The CSRG will also provide a point of contact for Council's broader consultation with the wider community of the LGA.

### 2 OBJECTIVE

The aims and objectives of the CSRG are to:

- Provide input to Council in relation to the Wollongong 2022 - Community Strategic Plan.
- Examine short and long-term strategies that broadly encompass the key strategic approaches of situational and social crime prevention so that people will feel safe in Wollongong.
- Discuss and provide comment on the extent of crime and community concern about safety in Wollongong.
- Provide input on strategies which aim to reduce the community's fear of becoming a victim of crime.
- Encourage the development of policies by Local Government and other appropriate authorities on crime prevention through the provision of information, best practice and analysis so that agencies can operate in a consistent manner with consistent information. This will ensure that there is policy interaction and support between agencies.
- Educate and empower community groups to initiate and participate in making Wollongong a safer place.
- Make recommendations and regular representations to Local, State and Federal Governments on ongoing issues of community safety.
- To support and facilitate communication between Council and the local community on crime and community safety issues.
- Map the Community Safety Reference Group's achievements/strategies/approaches to crime prevention to evaluate what has been done and to publish evaluation/achievements.

### 3 MEMBERSHIP AND/OR REPRESENTATION

Membership and representation of the Reference Group will be sought through an Expression of Interest (EOI) process advertised in the media and promoted within the Wollongong community and cultural sector. Nominees will be required to submit to Council their responses to the questions found on the EOI nomination form.

The CSRG shall consist of no more than 20 members comprising of:

- 2 Police representatives who will be from Wollongong Local Area Command and Lake Illawarra Area Command respectively;
- representatives from a range of relevant government and non-government agencies including but not limited to:
  - i Service Representatives
  - ii Religious and Charity Based Organisation
  - iii Business and Industry
  - iv State Government Departments
  - v Education and Research.

In addition to the above members, the CSRG will be supported by

- 2 Wollongong City Councillors; and
- 1 Wollongong City Council Officer.

Community representatives must live or work in Wollongong LGA and must be able to demonstrate an appropriate involvement in the Wollongong City Council area and within their local community.

If membership falls below twenty (20) during the term of the Reference Group, the membership EOI process may be conducted to select additional members.

#### 4 OBLIGATIONS OF MEMBERS

- Term of appointment will be for four (4) years from November 2012 to September 2016 and will be reviewed on an annual basis.
- Meetings will be held on a quarterly basis, four (4) times per year. If a pressing issue is identified, and the community and/or Council determine that the Reference Group needs to meet, an extraordinary meeting can be called by Council.
- Reference Group members will be required to act in accordance with Council's Code of Conduct.
- Meetings will be conducted under the general provisions of Council's Code of Meeting Practice.
- A quorum will consist of five (5) community members (excluding Council Staff).
- Meetings will be chaired by a nominated representative of the Group. The Group may nominate a Council officer for the role.
- Membership will be terminated where a member is absent for more than 2? consecutive meetings unless a leave of absence has been sought.
- Members will be required to declare an actual or perceived conflict of interest at the commencement of each meeting.

#### 5 ACCOUNTABILITY

- Community Safety Reference Group will address issues and make recommendations relating to crime prevention and community safety.
- Requests and outcomes from the Reference Group will be forwarded to the Manager Community Cultural and Library Services in the first instance for action or referral to the relevant Division of Council
- Community Safety Reference Group will assist relevant stake holders in the formulation of policies on crime prevention and community safety including Government Departments, Council and other agencies.
- Through the planning process, establish priorities and make decisions for consideration by Council, State and other relevant bodies for the assessment, development and potential funding of crime prevention and community safety activities.
- To be consulted on relevant crime prevention and community safety issues.
- To be consulted on issues of community land management and development application as determined by the Community Safety Reference Group and related to crime prevention and community safety issues.
- To undertake a range of activities and projects to address crime prevention and community safety issues in the City of Wollongong.
- The Reference Group shall hold no powers of investigation.

#### 6 MEETINGS AND MINUTES

- Meetings will be serviced by an administrative officer.
- Proposed meeting agenda items must be received by Council at least two (2) weeks prior to the meeting. The final agenda will be distributed at least one (1) week prior to the meeting.
- Minutes of the meeting will be distributed to all Reference Group members by Council.